

# JOB OPPORTUNITY

## STATE OF CALIFORNIA

### CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



**CLASSIFICATION:** Associate Government Program Analyst

**DATE:** August 8, 2000

**LOCATION:** Small Business Development Center Program, Sacramento

**FILING DEADLINE:** August 31, 2000 or until filled

**JOB DUTIES:** Under the general direction of the Staff Development Supervisor, Assistant State Director for Operations of the California Small Business Development Center (SBDC) Program, the Associate Governmental Program Analyst acts as the contract manager performing a wide variety of complex analytical and administrative work. Specific duties include, but are not limited to, the following:

- Coordinate and process all contracts and amendments for each SBDC and any other contracts related to the completion of SBDC objectives. Ensure compliance with State and federal SBA/SBDC requirements. May include some analysis of contracting process, program contractual needs and requirements, development and refinement of contract language, preparation of contract budgets and other SBDC-specific information with input from the SBDC Program Specialists. Process contracts through the Agency's Contract, Grant and Loan Office (CGLO), maintain written documentation of compliance issues and resolutions, manage contract close-outs, resolve contract issues with CGLO and Administrative Services, and maintain quality and consistency in SBDC contract administration. Ensure operational deadlines for preparation, execution, renewals and closeouts of all SBDC contracts are met.
- Perform a variety of other administrative and analytical tasks as needed in support of the SBDC including, but not limited to, the development of Budget Change Proposals, Finance Letters and the preparation of various contracts. Assist with the completion of the Application for Federal Assistance forms and ensure compliance with Agency, Department of Finance and State Clearinghouse requirements in the preparation and submittal of federal funding applications. Assist with SBDC strategic planning activities. Monitor and report on the Program's progress in meeting SBDC strategic plan objectives.
- Coordinate with and provide back up for the SBDC Fiscal and Budget Analyst to develop streamlined program, contractual and fiscal systems and processes. Coordinate with the SBDC Fiscal and Budget Analyst, the SBDC Invoice Coordinator, OSB budget staff, and the Agency's Administration and Finance Division to ensure SBDC contracted program funds are consistent with funding source allocations and the appropriate budget authority. Serve as a resource and expert on contracting rules, regulations and OMB Circulars in relation to the SBDC program.
- Other duties as required.

#### DESIRABLE QUALIFICATIONS:

- Ability to analyze issues and reach logical and creative solutions and recommendations.
- Ability to work as a team member, as well as independently with staff.
- Ability to use personal computers effectively to prepare work products in EXCEL and Word based programs.
- Communicate effectively both orally and in writing.
- Perform completed staff work.
- Familiar with State administrative processes, including contracts, budgets and accounting, and State program administration and compliance requirements.

#### SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

**CONTACT:** Mary McIntyre-Lett

**PHONE:** (916) 324-5068

#### PLEASE SUBMIT YOUR APPLICATION TO:

California Trade and Commerce Agency  
Office of Small Business  
801 K Street, Suite 1700  
Sacramento, CA 95814  
Attention: Andrea Zeller  
**RPA#00-219**